

City Council Members

David Lusby
Kelly McEuen
Brad Penn
Karen Tingle-Sames



City Council Members

Mark Showalter
Mark Singer
Connie Tackett
Marvin Thompson

EVERETTE VARNEY, MAYOR

Georgetown City Council Meeting
September 22, 2014
6:00 pm
AGENDA

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes
- 4) Receipt of Check Register
- 5) Public Comments (4 minute time limit)
- 6) Mayors Comments
 - a) Proclamation for National Long Term Care
 - b) Proclamation for Scott County Adult Education Week
 - c) Presentation of Key to the City to Tahara International Association
 - d) Trick or Treat
- 7) Information Technology – Strategic Plan
- 8) City Attorney/City Clerk
 - a) Second Reading of Ordinance Amending Code of Appeals Board-Sponsor Connie Tackett
 - b) Second Reading of 2014 Property Tax Rate and 2015 Motor Vehicle Rate- Sponsor Karen Tingle-Sames
 - c) Second Reading of 2014 Property Tax Rate and 2015 Motor Vehicle Rate- Sponsor David Lusby
 - d) Approval of Emergency Management Agency Interlocal Agreement
- 9) Engineer- Municipal Order to Line and Stripe Jackson Street
- 10) Finance- Municipal Order Approving the Purchase of Truck for the Cemetery
- 11) GMWSS
 - a) Approval of Bid to Replace Filter Backwash Pump at Water Treatment Plant
 - b) Approval of Bid for Engineering Design Bidding and Construction Administration for Two Sewer Line Projects
- 12) Human Resources- First Reading of Amendment to Personnel Ordinance –Sponsor-Connie Tackett
- 13) Planning and Zoning- Resolution to Apply for a TAP Grant
- 14) Police-Update
- 15) Public Works- Recycle Update
- 16) Council Comments
- 17) Adjourn

Georgetown City Council Meeting
September 8, 2014
6:00 pm

The meeting of the Georgetown City Council was called to order by Mayor Everette Varney, with all members present except councilmember McEuen. After a moment of silence Councilmember Singer led the pledge.

1. **Minutes**

A motion was made by Councilmember Thompson and seconded by Councilmember Tackett to approve the minutes from the City Council meeting held August 25, 2014. **The motion was unanimously approved.**

2. **Acknowledgement Receipt of Check Register**

Mayor Varney requested that council acknowledge receipt of the check register. Council members all acknowledged such receipt.

3. **Public Concerns**

David Quick, Main Street Director gave a brief report for the month of August.

- 1) Mr. Quick recently cleaned the basement storage area for Main Street and was assisted by student volunteers from Georgetown College.
- 2) Mr. Quick attended a Main Street conference in Pikeville
- 3) The Main Street Board of directors held a retreat which included refresher training for current board members and new member training.
- 4) Mr. Quick recently spoke to the Community Connection board and has plans to speak with the day and evening Kiwanis Clubs.
- 5) The Main Street board is currently working on a major fundraising campaign as well as developing a membership plan and a marketing plan.

4. **Mayors Comments**

Mayor Varney welcomed Linda Wise as the Public Works Director for the city and John Ward as the Fire Chief.

5. **City Attorney/City Clerk**

- a) First reading of 2014 property tax rate and 2015 motor vehicle rate ordinance sponsored by Councilmember Tingle-Sames.
- b) First reading of 2014 property tax rate and 2015 motor vehicle rate ordinance sponsored by Councilmember Lusby.
- c) Second reading of 2014-2015 budget amendment ordinance. Motion for approval made by Councilmember Thompson and seconded by Councilmember Lusby. **The motion passed 7-0.**
- d) First reading of ordinance amending administrative appeals board.

- e) Municipal Order approving Wal-Mart right in/right out study. A motion for approval was made by Councilmember Tackett and seconded by Councilmember Penn. **The motion passed 5-1 Councilmember Lusby abstained.**
- f) Approval of animal control interlocal. A motion for approval was made by Councilmember Tackett and seconded by Councilmember Showalter. The motion passed 6-1 Councilmember Tingle-Sames voted no.
- g) Approval of electrical inspection interlocal. A motion for approval was made by Councilmember Thompson and seconded by Councilmember Showalter. **The motion passed 6-1 Councilmember Penn voted no.**
A request to inquire how electrical inspection was currently operating with the loss of employees and what is planned for the future.

6. **Parks and Recreation**

Approval to purchase software which was included in capital budget. A motion for approval was made by Councilmember Thompson and seconded by Councilmember Tackett. **The motion was unanimously approved.**
Parks and Recreation Director Geri Remley, was asked by council to provide pool attendance numbers for the summer season when available.
Mrs. Remley was asked the percentage of payroll from city funds that is used for the Ed Davis center.
Parks and Recreation will apply for the land and water grant this year. If awarded the funds may be used for Ed Davis Park.

7. **Police**

The interlocal agreement between surrounding law enforcement agencies has been approved by twenty organizations.
The police department received a \$5500.00 homeland security grant which will be used for vests.
The police department has been working with Michael Tackett and students in the justice village at Elkhorn Crossing School.

8. **Public Works**

A Municipal Order approving the purchase of a truck. A motion for approval was made by Councilmember Thompson and seconded by Councilmember Tackett. **The motion was unanimously approved.**
Councilmember Tackett asked Ms. Wise if the grates had been fixed on Gano Avenue and Highland Avenue. Ms. Wise said the materials had been ordered and the project will be started at the end of the week.
The sidewalk at the corner of Main and Hamilton Streets has been repaired.

A motion to adjourn was made by Councilmember Tingle-Sames and seconded by Councilmember Thompson.

APPROVED

Everette Varney, Mayor

ATTESTED BY:

Tracie Hoffman, City Clerk-Treasurer

Georgetown, City of

Check Report by Check Number

Banks: All

Payment Method: Check

Vendors: 10THPLAN to ZUMWALTB

Checks: 90000 to

[illegible]

Check Dates: 9/5/2014 to 9/30/2014

As Of Check Cashed Date: 1/1/1900 to 9/30/2014

Include Voids: No

Check Status: Cashed And Outstanding

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
Bank: 1R - WHITAKER BANK								
0000091529	09/09/2014	LEANNESC	LEANNE'S CAKE CREATION	Check	Outstanding		\$0.00	\$75.00
0000091530	09/09/2014	WAITESAM	SAM WAITE	Check	Outstanding		\$0.00	\$290.85
0000091532	09/17/2014	AZTOWING	A & Z TOWING & RECOVERING	Check	Outstanding		\$0.00	\$150.00
0000091533	09/17/2014	A+AUTOBO	A+ AUTO BODY INC.	Check	Outstanding		\$0.00	\$1,458.71
0000091534	09/17/2014	GALTHOUSE	AL J SCHNEIDER COMPANY	Check	Outstanding		\$0.00	\$456.63
0000091535	09/17/2014	ATT	AT&T	Check	Outstanding		\$0.00	\$5,082.90
0000091536	09/17/2014	ATTKY	AT&T	Check	Outstanding		\$0.00	\$722.86
0000091537	09/17/2014	ATSCONST	ATS CONTRUCTION	Check	Outstanding		\$0.00	\$74.25
0000091538	09/17/2014	AUTOZONE	AUTOZONE INC	Check	Outstanding		\$0.00	\$40.00
0000091539	09/17/2014	BGENERGY	BG ENERGY COOPERATIVE	Check	Outstanding		\$0.00	\$1,236.93
0000091540	09/17/2014	BOXLAKEN	BOX LAKE NETWORKS	Check	Outstanding		\$0.00	\$3,555.10
0000091541	09/17/2014	BRANDSET	BRANDSTETTER CARROLL INC	Check	Outstanding		\$0.00	\$5,509.98
0000091542	09/17/2014	CANONSOL	CANON SOLUTIONS	Check	Outstanding		\$0.00	\$598.95
0000091543	09/17/2014	CINTASFI	CINTAS FIRST AID & SAFETY	Check	Outstanding		\$0.00	\$745.40
0000091544	09/17/2014	CLARKEPO	CLARKE POWER SERVICE INC.	Check	Outstanding		\$0.00	\$5,641.86
0000091545	09/17/2014	COCACOLA	COCA-COLA REFRESHMENTS	Check	Outstanding		\$0.00	\$252.00
0000091546	09/17/2014	CODEADMI	CODE ADMIN. ASSOC. OF KY	Check	Outstanding		\$0.00	\$320.00
0000091547	09/17/2014	CROWNLIF	CROWN LIFT TRUCKS	Check	Outstanding		\$0.00	\$1,793.43
0000091548	09/17/2014	CUTNEDGE	CUT N EDGE OR C STEFFEN	Check	Outstanding		\$0.00	\$890.00
0000091549	09/17/2014	DELAPLAI	DELAPLAIN DISPOSAL CO.	Check	Outstanding		\$0.00	\$359.08
0000091550	09/17/2014	FLEETPRI	FLEETPRIDE INC.	Check	Outstanding		\$0.00	\$22.18
0000091551	09/17/2014	GALLSINC	GALLS INC.	Check	Outstanding		\$0.00	\$2,186.71
0000091552	09/17/2014	GTCHAMBE	GEO. CHAMBER OF COMMERCE	Check	Outstanding		\$0.00	\$28.00
0000091553	09/17/2014	GTCOLLEG	GEORGETOWN COLLEGE	Check	Outstanding		\$0.00	\$30.00
0000091554	09/17/2014	GTFLOWER	GEORGETOWN FLOWERS	Check	Outstanding		\$0.00	\$50.00
0000091555	09/17/2014	GTPARKSR	GEORGETOWN PARKS & REC.	Check	Outstanding		\$0.00	\$315.00
0000091556	09/17/2014	GTPRINTI	GEORGETOWN PRINTING CO.	Check	Outstanding		\$0.00	\$20.00
0000091557	09/17/2014	GLOBALSU	GLOBAL SUPPLY AND	Check	Outstanding		\$0.00	\$40.70
0000091558	09/17/2014	HAMILRYK	HAMILTON RYKER	Check	Outstanding		\$0.00	\$868.49
0000091559	09/17/2014	HARTSDRY	HARTS DRY CLEANING	Check	Outstanding		\$0.00	\$295.26
0000091560	09/17/2014	HIGHBRID	HIGHBRIDGE SPRING WATER	Check	Outstanding		\$0.00	\$28.00
0000091561	09/17/2014	GILCHRIS	HOLLY GILCHRIST	Check	Outstanding		\$0.00	\$113.73
0000091562	09/17/2014	HURSTOFF	HURST OFFICE SUPP. LLC	Check	Outstanding		\$0.00	\$272.01
0000091563	09/17/2014	WARNERJE	JEBB WARNER	Check	Outstanding		\$0.00	\$15.35

Check Report by Check Number
As Of Check Cashed Date: 1/1/1900 to 9/30/2014

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000091564	09/17/2014	JOHNJOEC	JOE JOHNSON	Check	Outstanding		\$0.00	\$457.09
0000091565	09/17/2014	KYLAWENF	KENTUCKY STATE TREASURER	Check	Outstanding		\$0.00	\$65.00
0000091566	09/17/2014	KYMOTORS	KOI ENTERPRISES	Check	Outstanding		\$0.00	\$270.89
0000091567	09/17/2014	KYDEFFER	KY STATE TREASURER	Check	Outstanding		\$0.00	\$5,086.32
0000091568	09/17/2014	KYUTILIT	KY UTILITIES COMPANY	Check	Outstanding		\$0.00	\$1,571.35
0000091569	09/17/2014	KYFREIGH	KY. FREIGHTLINER TRUCKS	Check	Outstanding		\$0.00	\$88.18
0000091570	09/17/2014	LAPROMO	LA PROMOTIONS	Check	Outstanding		\$0.00	\$865.00
0000091571	09/17/2014	WISELIND	LINDA WISE	Check	Outstanding		\$0.00	\$36.80
0000091572	09/17/2014	LOWES	LOWE'S BUSINESS ACCOUNT	Check	Outstanding		\$0.00	\$72.78
0000091573	09/17/2014	PILOTTRA	MSC 50474	Check	Outstanding		\$0.00	\$6.00
0000091574	09/17/2014	MUNEQUIP	MUNICIPAL EQUIPMENT, INC	Check	Outstanding		\$0.00	\$258.99
0000091575	09/17/2014	NALLYGIB	NALLY & GIBSON	Check	Outstanding		\$0.00	\$273.50
0000091576	09/17/2014	PETTYMAY	PETTY CASH-CITY	Check	Outstanding		\$0.00	\$50.00
0000091577	09/17/2014	PHOENIXT	PHOENIX TRANSPORATION	Check	Outstanding		\$0.00	\$1,554.62
0000091578	09/17/2014	SSTIRELE	S & S TRUCK TIRE CENTER	Check	Outstanding		\$0.00	\$1,816.96
0000091579	09/17/2014	SCPVA	SCOTT CO. P.V.A.	Check	Outstanding		\$0.00	\$50,000.00
0000091580	09/17/2014	SCFISCAL	SCOTT COUNTY FISCAL COURT	Check	Outstanding		\$0.00	\$328,857.13
0000091581	09/17/2014	SCOTTGRO	SCOTT-GROSS CO.INC.	Check	Outstanding		\$0.00	\$48.33
0000091582	09/17/2014	CLARKSTA	STACEY CLARK	Check	Outstanding		\$0.00	\$104.60
0000091583	09/17/2014	TACKETTS	TACKETT'S AUTO CLINIC	Check	Outstanding		\$0.00	\$3,813.95
0000091584	09/17/2014	TERMINIX	TERMINIX PROCESSING CTR.	Check	Outstanding		\$0.00	\$65.00
0000091585	09/17/2014	TOSHIBAE	TOSHIBA FINANCIALSERVICE	Check	Outstanding		\$0.00	\$1,647.81
0000091586	09/17/2014	ULTRAMAX	ULTRAMAX AMMUNITION	Check	Outstanding		\$0.00	\$900.00
0000091587	09/17/2014	VERIZONW	VERIZON WIRELESS	Check	Outstanding		\$0.00	\$160.06
1R - WHITAKER BANK Total:							\$0.00	\$431,609.72
Grand Total:							\$0.00	\$431,609.72

National Long-Term Care Residents' Rights Month 2014

Proclamation

Better Staffing: The Key to Better Care

Whereas, there are more than 1.6 million individuals living in 16,000 nursing homes; and 1 million individuals living in 50,000 board and care/assisted living facilities in the U.S.; and

Whereas, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

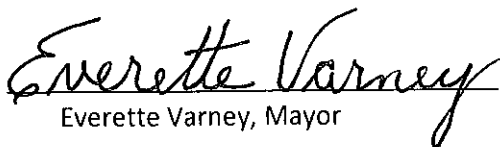
Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

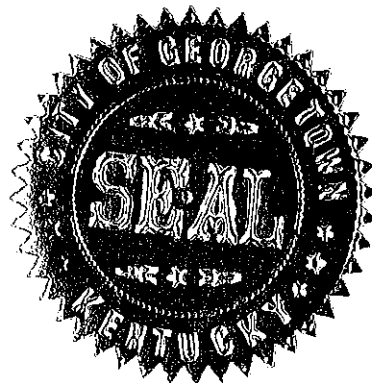
Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to encourage residents and others to be educated about staffing and long-term care; and

Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme – "Better Staffing: The Key to Better Care" – to emphasize the importance of affirming these rights through facility practices, public policy and resident-centered decision-making.

Now, therefore, I, Everette Varney, Mayor of the City of Georgetown, do hereby proclaim October 2014 as **National Long-Term Care Residents' Rights Month**, in the City of Georgetown, and encourage all citizens to join me in these important observances.

Signed this 22nd day of September 2014


Everette Varney, Mayor



PROCLAMATION

Georgetown - Scott County Adult Education Week
September 22-28, 2014

WHEREAS, it is appropriate to promote increasing the educational attainment levels of Kentuckians and encourage qualified residents of Scott County to enroll in free services provided by the Scott County Adult Education Center;

WHEREAS, September 22-28, 2014, is National Adult Education and Family Literacy Week;

WHEREAS, 2,942 adult residents of Scott County lack a high school or GED® diploma (based on 2006-2010 American Community Survey data);

WHEREAS, an individual who earns a high school or GED® diploma earns an average of \$9,300 more per year than a high school dropout;

WHEREAS, an individual who earns a high school or GED® diploma can enter postsecondary education, thereby increasing employment opportunities and earning potential;

WHEREAS, the most effective way to improve the academic success of a child is by improving the educational level of the parent;

WHEREAS, individuals without a high school credential are two times as likely to be unemployed, three times as likely to be in poverty and eight times as likely to be incarcerated;

WHEREAS, our local economic development and educational attainment efforts are incumbent upon a college- and career-ready population;

WHEREAS, the Scott County Adult Education Center can assist adults in obtaining a National Career Readiness Certificate, earning a GED diploma and becoming more college- and career-ready;

THEREFORE, I, Everett Varney, Mayor of Georgetown, do hereby proclaim September 22-28, 2014, as "Georgetown - Scott County Adult Education Week" in Georgetown, Kentucky.

In witness thereof, I have hereunto set my hand and caused the seal of City of Georgetown to be affixed this 22nd day of September, 2014.



Everette Varney
Everette Varney, Mayor

CITY OF GEORGETOWN, KENTUCKY

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 4-6 OF THE GEORGETOWN CODE OF ORDINANCES REGARDING AN
APPEALS BOARD

SUMMARY

1. Amends Sec. 4-6 of the Georgetown Code of Ordinances to split the code appeals board into two boards: the first, compromised of seven members, to hear appeals related to enforcement of the property maintenance, nuisance, illicit discharge, and fire safety codes; and the second, comprised of five statutorily qualified members, to hear appeals of actions of the office of building inspection. Establishes terms for members of both boards.
2. Provides for severability of provisions and an effective date upon passage and publication.

PUBLICLY INTRODUCED AND READ FIRST TIME: September 9, 2014

PUBLICLY READ SECOND TIME AND PASSED: _____, 2014

APPROVED:

Everette L. Varney, Mayor

ATTEST:

Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 14-_____ of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

Andrew S. Hartley

CITY OF GEORGETOWN, KENTUCKY

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 4-6 OF THE GEORGETOWN CODE OF ORDINANCES
REGARDING AN APPEALS BOARD

SPONSOR: Council Member Connie Tackett

SECTION ONE

Sec. 4-6 of the Georgetown Code of Ordinances, entitled *Appeals board for building inspection, property maintenance and fire marshal inspection*, is amended as follows:

(a) *Administrative Appeals Board created.* There is created a seven (7) member board, which shall hear appeals ~~of the actions of the office of building inspection, of actions taken by the respective enforcement authorities pursuant to Georgetown Code of Ordinances Article Eight (VIII) of Chapter Four (4) on the Property Maintenance Code, Chapter Nine (9) on Nuisances, Article Five (V) of Chapter Nineteen (19) on Illicit Discharges, and Chapter Seven (7) on Fire Safety Standards. property maintenance code and of fire marshal enforcement of the National Fire Code.~~ Each of these regulations established by statutory or ordinance authority provides for the creation of this appeals board. This board will make no policy decisions, but rather execute the duties authorized by the provisions of each code concerning actions of the inspection and enforcement departments and whether those actions are in conformity with the applicable code.

~~The appeals board, when sitting on matters related to the enforcement of the Building Code, shall seat only five (5) members, pursuant to KRS 198B.070. The remaining two (2) alternate members shall sit on this board only those occasions when one or both are needed to achieve a quorum of three (3). The appeals board, when sitting on matters related to the enforcement of the property maintenance code and the fire prevention code, shall seat all seven (7) members.~~

(b) *Appointment.* Seven (7) members shall be appointed by the mayor with approval of the council. ~~Two~~ An additional (2) members of the seven (7) shall may be designated appointed as alternates in the same manner. After the initial terms of service, members' terms shall be three (3) years. Two (2) of the initial members shall be appointed to a term of one year, two (2) initial members to a term of two (2) years and three (3) initial members to a term of three (3) years. ~~Any two of the membership may be alternative members. Alternates shall be appointed for an initial term of two (2) years. Except for the length of members' terms, which is set by statute,~~ all board members and their terms shall be subject to the provisions of the City Ordinance 89-013, governing membership on city boards and commissions.

(c) *Building Inspection Appeals Board created.* There is created a five (5) member board, which shall hear appeals of the actions of the Office of Building Inspection. The Board shall exercise the duties set forth in KRS 198B.070.

(d) *Appointment.* Five (5) members shall be appointed by the mayor with approval of the council. An additional (2) members may be appointed as alternates in the same manner. After the initial terms of

service, members' terms shall be three (3) years. Two (2) of the initial members shall be appointed to a term of one year, two (2) initial members to a term of two (2) years and three (3) initial members to a term of three (3) years. Alternates shall be appointed for an initial term of one (1) year. Members and alternates shall possess the qualifications set forth in KRS 198B.070. Except for the length of members' terms, all board members and their terms shall be subject to the provisions of the City Ordinance 89-013, governing membership on city boards and commissions.

~~(c) *Repeal of former property maintenance code appeals board.* The appeals board established in conjunction with the adoption of the 1998 Property Maintenance Code, § 111.2 of Ordinance 99-018 is abolished and replaced by the board created in subsection (a) above. The board created by this section shall possess at minimum the qualification required by the 1998 International Property Maintenance Code.~~

~~(de) *Compensation.* There shall be no compensation for service of Administrative Appeals board or Building Inspection Appeals board members.~~

SECTION TWO

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unlawful by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION THREE

This Ordinance shall become effective upon passage and publication.

PUBLICLY INTRODUCED AND READ FIRST TIME: September 8, 2014

PUBLICLY READ SECOND TIME AND PASSED: _____, 2014

APPROVED: _____
Everette L. Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk



**CITY OF GEORGETOWN
ORDINANCE NO. 14-**

**AN ORDINANCE PROVIDING FOR AND MAKING THE REAL PROPERTY,
PERSONAL PROPERTY, MOTOR VEHICLE AND WATERCRAFT TAX LEVY
FOR CITY PURPOSES FOR 2014**

Sponsor Karen Tingle-Sames

WHEREAS, the City Council for the City of Georgetown, Kentucky, is required by KRS 92.280 to enact by ordinance each year, a tax levy on all real property, personal property, motor vehicles and water craft;

**NOW THEREFORE BE IT ORDAINED BY THE CITY OF GEORGETOWN KENTUCKY AS
FOLLOWS:**

SECTION ONE

That the following tax levy is hereby made for City purposes for the City of Georgetown, Kentucky, to wit:

The 2014 City of Georgetown tax rate on real property shall be six point seven cents (\$0.065) on each one hundred dollars (\$100.00) of assessed real property, which tax proceeds shall be designated to the General Fund for the general operation of City Government;

The 2014 City of Georgetown tax rate on personal property shall be sixteen point three cents (\$0.065) on each one hundred dollars (\$100.00) of assessed personal property, which tax proceeds shall be designated to the General Fund for the general operation of City Government: and,

The 2015 City of Georgetown tax rate on motor vehicles and watercraft shall be sixteen point eight cents (\$0.1680) on each one hundred dollars (\$100.00) of assessed motor vehicles and watercraft, which tax proceeds shall be designated to the General Fund for the general operation of City Government.

That all City ad valorem taxes levied herein, except those on motor vehicles and watercraft, are due and payable on or before December 31, 2014.

SECTION TWO

All matters relating to the payment of the taxes imposed on motor vehicles and watercraft hereunder shall be in accordance with KRS Chapter 134.800 *et seq.*

SECTION THREE

That upon all taxes for real property and personal property levied herewith, which are

unpaid on January 1, 2015, there shall begin to accrue, attach, and be added from said date, a flat penalty of fifteen percent (15%) onto the total amount of said taxes then due and payable through January 31, 2015; after which, the flat penalty shall be twenty percent (20%). Additionally, tax bills not paid before January 1, 2015 shall have added to them interest at the rate of one percent (1%) per month, or fraction of a month, until said taxes are paid. The penalty and interest as provided herein shall be added to said unpaid taxes and collected by the City Finance Director and/or the City Clerk.

Should the real or personal property tax herein become delinquent, the City Financial Officer, the City Clerk and/or the City Attorney are authorized to file suit to collect all delinquent taxes plus court costs and expenses, including a reasonable attorney fee, incurred by reason of the delinquency.

SECTION FOUR

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmity shall not affect the validity of the remaining portions of this ordinance.

SECTION FIVE

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION SIX

This Ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: September 8, 2014

PUBLICLY READ SECOND TIME AND PASSED:

APPROVED: _____
Everette Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk-Treasurer



**CITY OF GEORGETOWN
ORDINANCE NO. 14-**

**AN ORDINANCE PROVIDING FOR AND MAKING THE REAL PROPERTY,
PERSONAL PROPERTY, MOTOR VEHICLE AND WATERCRAFT TAX LEVY
FOR CITY PURPOSES FOR 2014**

Sponsor David Lusby

WHEREAS, the City Council for the City of Georgetown, Kentucky, is required by KRS 92.280 to enact by ordinance each year, a tax levy on all real property, personal property, motor vehicles and water craft;

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FOLLOWS:**

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The 2014 City of Georgetown tax rate on personal property shall be sixteen point three cents (\$0.1589) on each one hundred dollars (\$100.00) of assessed personal property, which tax proceeds shall be designated to the General Fund for the general operation of City Government: and,

The 2015 City of Georgetown tax rate on motor vehicles and watercraft shall be sixteen point eight cents (\$0.1680) on each one hundred dollars (\$100.00) of assessed motor vehicles and watercraft, which tax proceeds shall be designated to the General Fund for the general operation of City Government.

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SECTION THREE

That upon all taxes for real property and personal property levied herewith, which are

unpaid on January 1, 2015, there shall begin to accrue, attach, and be added from said date, a flat penalty of fifteen percent (15%) onto the total amount of said taxes then due and payable through January 31, 2015; after which, the flat penalty shall be twenty percent (20%). Additionally, tax bills not paid before January 1, 2015 shall have added to them interest at the rate of one percent (1%) per month, or fraction of a month, until said taxes are paid. The penalty and interest as provided herein shall be added to said unpaid taxes and collected by the City Finance Director and/or the City Clerk.

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SECTION SIX

This Ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: September 8, 2014

PUBLICLY READ SECOND TIME AND PASSED:

APPROVED: _____
Everette Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk-Treasurer



MUNICIPAL ORDER

14-

September 22, 2014

AN ORDER APPROVING A LOADING AND UNLOADING ZONE ON EAST JACKSON AND PARKING ON SOUTH HAMILTON ADJACENT TO GARTH SCHOOL AND AUTHORIZING THE MAYOR TO SIGN ALL RELEVANT DOCUMENTS

WHEREAS, a safety issue exists when parents are dropping off and picking up students at Garth School; and,

WHEREAS, vehicles are triple parking on East Jackson reducing the traveled way to less than 20 feet; and,

WHEREAS, East Jackson and South Hamilton are city streets; and,

WHEREAS, the City Engineer and the Traffic Committee have determined that safety and traffic flow can be improved by providing striping, restricting parking, and legally allowing double parking for unloading and loading only during certain times on East Jackson; and,

WHEREAS, the City Engineer and the Traffic Committee have determined that additional parking can be added to South Hamilton Street; and,

NOW THEREFORE, IT IS HEREBY ORDERED by the Georgetown City Council that the installation of marking and sign to allow and enforce the above is approved, and that the Mayor is authorized to sign all relevant documents.

PASSED AND APPROVED, this September 22, 2014.

Everette Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk



MEMORANDUM

Date: September 22, 2014

To: Mayor Varney and City Council

Fr: Stacey Clark, Director of Finance

Re: Cemetery SUV Purchase

The Finance Department has received the following justification from Gene Cook, Cemetery Sexton, for purchasing an SUV to replace the current 1999 Ford F-150 rather than purchasing the dump truck that was originally budgeted for the department.

The Georgetown Cemetery is requesting the purchase of a 2015 Ford Explorer at a cost of \$27,219.81 to replace the 1999 Ford F-150, due to the declining condition of the current vehicle. The breaks on the Ford F-150 recently went out placing Mr. Cook in a precarious driving situation (it has since been repaired). The vehicle also shakes and rattles when driven. The 1999 Ford F-150 is no longer a reliable means of transportation. The replacement vehicle is needed to allow Mr. Cook to lead funerals (the 1999 Ford has died in the process of leading funerals) and an SUV will allow Mr. Cook to transport families throughout the Cemetery as they select grave sites or to assist them in finding grave sites they cannot locate on their own for visitations and memorials.

Account 32-810-5590 (Vehicles) was allocated \$54,000 for a dump truck (\$40,000) and a utility buggy (\$14,000) in the 2014-2015 budget. The utility buggy has already been purchased at a cost of \$5,299.99 resulting in a savings of \$8,700.01. The intended use of the dump truck was to haul excess dirt; however, Mr. Cook has reached a solution with the Public Works director so that Public Works will haul excess dirt from the Cemetery periodically and bill the Cemetery for the time and fuel cost to do so. This solution is already in place and working well. By purchasing the Ford Explorer at a cost of \$27,219.81, there will be additional savings of \$12,780.19 compared to the amount budgeted for the dump truck. This is a total savings of \$21,480.20 for the Cemetery Department and the City will see half of the savings come back into the General Fund.



MUNICIPAL ORDER

14 - ____

September 22, 2014

AN ORDER APPROVING THE PURCHASE OF A 2015 FORD EXPLORER 4WD FOR THE CEMETERY FROM PAUL MILLER FORD AND AUTHORIZING THE MAYOR TO SIGN ALL RELEVANT DOCUMENTS

WHEREAS, the purchase of a new vehicle for the Cemetery is necessary to replace the aging truck that is currently used for operations; and,

WHEREAS, the purchase of a Cemetery vehicle was approved in the FY2015 budget; and,

WHEREAS, Paul Miller Ford, Inc, is an authorized retailer per state Master Agreement 758-1000000459-1; and,

WHEREAS, the purchase of a 2014 Ford Explorer 4WD will cost \$27,219.81;

NOW THEREFORE, IT IS HEREBY ORDERED by the Georgetown City Council that the purchase of a 2015 Ford Explorer 4WD from Paul Miller Ford, Inc, costing \$27,219.81 which is attached hereto and incorporated herein by reference, is approved and the Mayor is authorized to sign all relevant documents.

PASSED AND APPROVED, this September 22, 2014.

Everette Varney, Mayor

ATTEST: _____


Tracie Hoffman, City Clerk





Georgetown Municipal Water and Sewer Service

Date: September 17, 2014

From: Robert Wilhite 
General Manager

To: Mayor Everett Varney
City Council

Re: September 22, 2014 Agenda Items

1. Approval of a purchase order to Layne, Inc. for the low bid in the amount of \$45,824.00 to replace the filter backwash pump at the Water Treatment Plant. The current pump has been in operation since 1956 and repair parts are no longer available. This is a capital project line item in the GMWSS FY2015 Budget. Our Board approved this item on September 16, 2014.
2. Approval of a purchase order to Bell Engineering for the low bid in the amount of \$27,170.00 for engineering design, bidding and construction administration for two sewer line projects. This is a capital project line item in the GMWSS FY2015 Budget. Our Board approved this item on September 16, 2014.

Order Requisition



Georgetown Municipal Water and Sewer Service
P.O. Box 640
Georgetown, Kentucky 40324
(502) 863-7816

Vendor Code: 001685
 Vendor Name: LAYNE, INC.
 Address: 1301 - 15 E MAIN STREET
 City, ST Zip: LOUISVILLE, KY 40206

Order Department:
 - Administration (12) - WWTP1 / 3 (53)
 - Customer Accounts (11) - WWTP2 (63)
 - Water Distribution (33) - Split All Departments
☒ WTP (23)
 - Engineering (43)
 - Collections (56)

Supervisor Approval: WTP_SupervisorShipping Department: WTP

Date: 09/04/2014 Date Required: _____ Project: Backwash Pump Project Number: 231504

Expense Account	Qty.	Stock Number	Please Supply Items Below	Unit Price	Amount
010015040	1		Replace Backwash Pump	\$45,824.00	\$45,824.00
			Pump Columns& Impellor	\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				Sub-Total:	\$45,824.00
				Freight Expense Account:	Freight: \$0.00
				Total:	\$45,824.00

Vendor 1: <u>Layne</u>	Price Quoted: <u>\$45,824.00</u>	Date (MM/DD/YYYY) <u>09/04/2014</u>
Vendor 2: <u>National Water Services</u>	Price Quoted: <u>\$47,297.00</u>	Date (MM/DD/YYYY) <u>09/04/2014</u>
Vendor 3: <u>Herrick Company Inc</u>	Price Quoted: <u>\$59,850.00</u>	Date (MM/DD/YYYY) <u>09/02/2014</u>

(9/8/2014 8:20:26 AM) General Manager - BWilwhite
 --- No Comments

(9/5/2014 9:53:14 AM) Finance Director - HCaudill
 --- needs Bobs ,Boards and City Council approval ; board meeting 9/16/14 with council meeting following Monday 9/22/14 hc

(9/5/2014 8:08:02 AM) Finance Director - SBrown
 --- No Comments

(9/5/2014 7:03:19 AM) WTP_Supervisor - JLong
 --- No Comments

(9/4/2014 6:14:08 PM) Originator - ATerry
 --- No Comments

Order Requisition



Georgetown Municipal Water and Sewer Service
P.O. Box 640
Georgetown, Kentucky 40324
(502) 863-7816

Vendor Code: _____
 Vendor Name: Bell Engineering
 Address: 2480 Fortune Drive, Suite 350
 City, ST Zip: Lexington, KY 40509

Order Department:
 - Administration (12) - WWTP1 / 3 (53)
 - Customer Accounts (11) - WWTP2 (63)
 - Water Distribution (33) - Split All Departments
 - WTP (23)
☒ Engineering (43)
☒ Collections (56)

Supervisor Approval: Engineering Supervisor

Shipping Department: Collections

Date: 09/08/2014 Date Required: 09/08/2014 Project: Harmon Court and Water St Project Number: 561506

Expense Account	Qty.	Stock Number	Please Supply Items Below	Unit Price	Amount
010015040	1		Engineer Design, Bidding and	\$14,200.00	\$14,200.00
			Construction Administration	\$0.00	\$0.00
010015040	1		Resident Project	\$12,970.00	\$12,970.00
			Representative / Inspection	\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				Sub-Total:	\$27,170.00
				Freight Expense Account:	Freight: \$0.00
				Total:	\$27,170.00

Vendor 1: Bell Engineering Price Quoted: \$27,170.00
 Vendor 2: Palmer Engineering Price Quoted: \$45,298.00
 Vendor 3: Strand Associates Price Quoted: \$53,000.00

Date (MM/DD/YYYY) 09/04/2014
 Date (MM/DD/YYYY) 09/04/2014
 Date (MM/DD/YYYY) 09/04/2014

(9/8/2014 10:18:46 AM) General Manager - BWilhite
 --- No Comments

(9/8/2014 10:16:45 AM) Finance Director - HCaudill
 --- needs Bobs and Boards approval 9/16/14 meeting hc

(9/8/2014 9:22:30 AM) Finance Director - SBrown
 --- No Comments

(9/8/2014 9:10:48 AM) Engineering_Supervisor - DMulder
 --- No Comments

(9/8/2014 9:10:08 AM) Originator - DMulder
 --- GMWSS may provide inspection services depending on the workload at the time of construction.

CITY OF GEORGETOWN
ORDINANCE NO. 14- _____

AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO ESTABLISH AND
REMOVE CERTAIN POSITIONS

SUMMARY

1. Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to 1) abolish the position of Legal/HR Assistant, grade 7; to establish the position of Human Resources Specialist, grade 8; to abolish the position of Payroll Administrator, grade 8; and to establish the position of Finance/Legal Specialist, grade 8, all within the General Government department; and 2) to create the position of Crew Leader, grade 6; to abolish the ten positions of Sanitation Worker/Driver, grade 5; to abolish the position of Maintenance Worker, grade 4; to increase the number of Sanitation Worker, grade 4 positions from 3 to 6; and to increase the number of Sanitation Driver, grade 5 positions from 1 to 8, all within the Sanitation Department.
2. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 14-____ is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at www.georgetownky.gov.

INTRODUCED AND PUBLICLY READ FIRST TIME: September 22, 2014

PUBLICLY READ SECOND TIME AND PASSED: _____

APPROVED: _____
Everette Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 14-____, of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

Andrew S. Hartley

CITY OF GEORGETOWN
ORDINANCE NO. 14- _____

AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO ESTABLISH
AND REMOVE CERTAIN POSITIONS

SPONSOR: **Connie Tackett**

WHEREAS, Section 2-111(c) of the Code of Ordinances is being amended to create and remove certain positions,

NOW, THEREFORE, Be it ordained by the City of Georgetown, Kentucky:

SECTION ONE

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

GENERAL GOVERNMENT

Mayor (This is statutory and not being created by this ordinance)		1
City Clerk (This is statutory and not being created by this ordinance)		1
Administrative Assistant	Grade 7	1
City Attorney	Grade 11	1
Human Resources Director	Grade 11	1
Legal/HR Assistant <u>Human Resources Specialist</u>	Grade 7 8	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Payroll Administrator <u>Finance/Legal Specialist</u>	Grade 8	1
Computer Specialist	Grade 9	1

BUILDING INSPECTION

Chief Building Inspector	Grade 10	1
Building Inspector	Grade 8	3

POLICE

Police Chief	Grade 11	1
Captain	Grade 9	2
Lieutenant	Grade 8	4
Sergeant	Grade 7	8
Police Officer II	Grade 6	37
Administrative Secretary	Grade 6	1
Secretary	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Code Enforcement Officer	Grade 8	1

FIRE

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	3
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36

DISPATCH

Coordinator	Grade 10	1
Assistant Coordinator	Grade 7	1
TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	2
Dispatcher	Grade 5	15
PPT Dispatcher		2

PUBLIC WORKS

Director of Public Works/Sanitation	Grade 11	1
Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 6	1
Secretary	Grade 5	1
Maintenance/Driver	Grade 5	5
Equipment Operator	Grade 5	3

SANITATION

Crew Leader	Grade 6	1
Sanitation Worker/Driver	Grade 5	10
Sanitation Worker	Grade 4	36
Sanitation Driver	Grade 5	18
Maintenance Worker	Grade 4	1
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

RECYCLING

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

CEMETERY

Sexton	Grade 8	1
Equipment Operator	Grade 5	1
PPT Maintenance		1

REVENUE

Revenue Commission Director	Grade 11	1
Occupational Tax Compliance Analyst	Grade 6	3
Occupational License Officer	Grade 5	1

TOTAL CITY OF GEORGETOWN POSITIONS	199
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SECTION TWO

Any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION THREE

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

SECTION FOUR

This ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: September 22, 2014

PUBLICLY READ SECOND TIME AND PASSED:

APPROVED: _____
Everette L. Varney, Mayor

ATTEST: _____
Tracie Hoffman, City Clerk

CITY OF GEORGETOWN

GROUP CLASSIFICATION

Support

NON-EXEMPT

POSITION CLASSIFICATION : Sanitation Driver

GRADE: 05

DEPARTMENT: Sanitation

IMMEDIATE SUPERVISOR: Supervisor of Public Works/Sanitation

SUPERVISES: None

CHARACTERISTICS OF POSITION: Under general supervision, operates sanitation truck; supervises and assists in the collection, transport and disposal of refuse; performs related work as required. May perform functions of a Sanitation Worker on a regular basis. Responsible for the proper collection of refuse by the Sanitation Worker and reporting any and all daily problems or complaints to the proper authorities for investigation. May assist in public works or special projects as assigned.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Operates sanitation truck on assigned daily routes. Observes posted speed limits and other laws, regulations, and safety precautions regarding vehicle. Assists in the collection of refuse. Performs minor repairs on collection vehicle and ensures major repairs receive immediate correction. Assists in cleaning and sanitizing collection vehicle. Accepts customer complaints and attends to their disposition or forwards to supervisor. May perform as Sanitation Worker as needed to assist and ensure refuse is properly collected. May perform other unrelated duties in department.

Non-essential: None.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Diploma from elementary school (Eighth grade) and a minimum of two years work experience as sanitation worker or truck driver. Must have ability to follow oral and written instructions.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of the equipment, materials, methods and techniques used in the collection, transport and disposal of refuse. Knowledge of the service area, including streets, alleys, businesses and residences. Knowledge of work hazards and applicable safety precautions associated with collection and disposal equipment and procedures.

Skills: Skill is the operation of sanitation vehicle in a safe and efficient manner.

Abilities: Ability to supervise assigned employees while assisting in completing required duties. Ability to establish and maintain effective working relationships with other employees, and the general public. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

SPECIAL LICENSING REQUIREMENTS: CDL (Class B) and valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Occasionally deviates from standard operating procedures.

Review of Work: Occasional spot-check of completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate.

Interruptions: Few.

Work Environment: Outside

Physical Demands:

Lifting: Lifts heavy objects of more than 75 lbs on a routine basis. Requires stooping, bending, walking, and standing. Work performed outside in inclement weather.

Use of Equipment: Continuous use of tools and equipment.

Vehicle Operations: Must operate sanitation vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

POSITION TITLE: Sanitation Truck Driver		GRADE: 05	<u>NON-EXEMPT</u>
INSTRUCTIONS:	<i>Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance. Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty/goal. If more space is necessary, utilize page two format.</i>		
% OF TIME	SPECIFIC DUTIES AND RESPONSIBILITIES OF POSITION		
75%	Responsible for driving and safe operation of garbage truck along with preventative maintenance on truck. Make sure all men on board have and wear correct safety equipment.		
20%	Transportation of solid waste to landfill and cleaning of truck.		
5%	Other duties related to solid waste removal.		
100%	NOTE: PERFORM OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR.		

{Complete Lower Portion After Employment}

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION

SUPPORT

NON-EXEMPT

POSITION CLASSIFICATION: Sanitation Worker

GRADE: 04

DEPARTMENT: Sanitation

IMMEDIATE SUPERVISOR: Supervisor of Public Works/Sanitation

SUPERVISES: None

CHARACTERISTICS OF POSITION: Under supervision, performs semi-skilled, and/or manual labor work activities in the collection, transport and disposal of refuse; performs other related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Collects garbage and refuse on assigned daily routes by use of containers and deposits in collection vehicle. Assists in performing minor repairs on collection vehicle; assists in cleaning and sanitizing collection vehicle. Reports customer complaints to proper authority for investigation and disposition. May perform as a Maintenance Worker on a scheduled basis. May perform other duties as assigned.

Non-essential: None

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Diploma from elementary school (Eighth grade) and a minimum of one year's work experience preferred. Must be able to follow oral and written instructions.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of service area, including streets, alleys, businesses and residences. Knowledge of equipment, methods and techniques used in the collection and disposal of refuse. Knowledge of work hazards and applicable safety precautions associated with collection and disposal equipment and procedures. Knowledge of traffic laws.

Skills: Skill in the performance of heavy labor under adverse weather conditions in a safe and efficient manner.

Abilities: Ability to establish and maintain effective working relationships with superiors and other employees. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Follows standard operating procedures.

Review of Work: Occasional spot-checks while work is being done.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Light.

Interruptions: Few.

Work Environment: Outside

Physical Demands:

Lifting: Lifts heavy objects of more than 75 lbs on a routine basis. Requires stooping, bending, walking, and standing. Work performed outside in inclement weather.

Use of Equipment: Uses tools and equipment assigned to department.

Vehicle Operations: May operate light, medium and heavy equipment assigned to department.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

Position Title: Sanitation Worker

Grade 04

Non-Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
75%	Collects garbage on daily route, along with other refuse
10%	Picks up debris along curbside
10%	Assists in cleaning of sanitation truck
5%	Other duties as assigned

100% NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR.

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION**OPERATIONS****POSITION CLASSIFICATION:** Human Resources Specialist**GRADE** 08**DEPARTMENT:** Administration/Executive**IMMEDIATE SUPERVISOR:** Director of Human Resources**SUPERVISES:** None

CHARACTERISTICS OF POSITION: Under general supervision, performs highly skilled and technical work as Legal/HR Specialist; performs related duties as required, to include payroll coordination and processing.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Screens visitors and phone calls for ~~City Attorney and~~ Director of Human Resources. Schedules appointments, ~~court dates~~, meetings, travel arrangements, etc for ~~City Attorney and~~ Director of Human Resources. ~~Types communications, legal documents, ordinances, municipal orders, etc.~~ Maintains complex filing system, determining appropriate file designation and ensuring that proper distribution of notices, memorandums, directives and related material is made. Prepares reports and assists with collection of supporting documentation for ~~preparation of court cases~~ HR matters. ~~Makes requests for additional information required for ordinances and municipal orders from appropriate department directors.~~ **Coordinates and processes payroll for the City employment group. Verifies time sheets completed by each department for accuracy. Distributes payroll checks to Department Directors. Prepares weekly, monthly, quarterly and annual reports regarding payroll and benefits information; ensures that reports are forwarded to appropriate office/agency on timely basis. Prepares W-2 Forms. Updates employee records for pay, deductions and benefits information.** Assists ~~City Attorney and~~ Human Resources Director in accomplishing other duties, as assigned.

Non-essential: May occasionally drive vehicle, but not an essential function of the class.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: High school diploma with additional formal training preferred and at least two years of related experience. Associate Degree highly desirable.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of modern office procedures, practices, systems and equipment. Knowledge of business English, spelling and arithmetic. Knowledge of computer functions, methods, organization and operating procedures.

Abilities: Ability to gather information and to convey concise, accurate explanations of ordinances, policies, procedures and requirements. Ability to take and transcribe dictation accurately and efficiently. Ability to type. Ability to review forms, reports and other documents, insuring accuracy and completeness. Ability to establish and maintain effective working relationships with other employees, officers and the general public. Ability to maintain accurate filing system. Ability to maintain confidentiality of information.

Skills: Skill and accuracy in the use of computer keyboard, typewriter, calculator and other office equipment.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Notary Public: Preferred

Instructions: General.

Processes: Must maintain flexibility in daily operations.

Review of Work: Occasionally spot-checks completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate to heavy.

Interruptions: Constant.

Work Environment: Office Setting.

Physical Demands:

Lifting: Work is typically performed in an office setting requiring intermittent sitting, standing, or stooping. Lifting objects (less than 25 pounds) is a requirement.

Use of Equipment: Normal office equipment (telephone, computer, copier, etc.).

Vehicle Operation: Occasional.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

Position Title: Legal/Human Resources Specialist

Grade08

Non-Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
50%	Payroll processing and reporting.
15%	Telephone: screen calls, maintain phone log, respond to callers.
15%	Maintain calendar, schedule appointments.
15%	Maintain files.
5%	Receptionist
5%	Miscellaneous Duties
100%	NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR.
Complete Lower Portion After Employment	

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN**GROUP CLASSIFICATION****OPERATIONS**

POSITION CLASSIFICATION: Finance-Legal Specialist**GRADE 07****DEPARTMENT:** Finance/Legal**IMMEDIATE SUPERVISOR:** Finance Director/City Attorney**SUPERVISES:** None

CHARACTERISTICS OF POSITION: Under general direction, assists departments and Finance Director with implementing the City purchasing policy; maintains all grant files, accounts, and documentation, and prepares requests for reimbursement and periodic reports to state and federal agencies; and assists City Attorney with research, drafting documents, and other duties as necessary.

GENERAL DUTIES AND RESPONSIBILITIES:**Essential:**

- i Assists Finance Director with implementation of and training on purchasing policy including, but not limited to the following: reviewing bid and RFP documents prior to issuance, drafting bid or RFP documents for City-wide purchases, assisting departments with obtaining quotes, assisting with opening and review of bid/RFP responses, and serving on bid/RFP selection committees
- i Maintains list of awarded bids/contracts and prepares bids for City-wide purchases on an as-needed basis
- i Administers and monitors all local, state, and federal grant programs
- i Maintains individual grant files and all required documentation
- i Submits reimbursement requests and periodic reports to appropriate local, state, and federal grant agencies
- i Balances grant accounts, including receivables and deferred revenue, on a monthly basis.
- i Submits and monitors claims for property and liability insurance
- i Prepares reports for City Council and departments as requested by Finance Director or City Attorney
- i Assists with annual budget process and the annual audit with regards to grants and purchasing
- i Drafts, reviews, and edits documents as requested by the Finance Director or City Attorney.
- i Researches information for Finance Director, auditors, City Attorney, and departments when needed.
- i Maintains files for cases, administrative actions, and general legal matters.

Non-essential:

- i May occasionally interact with the public.
- i May be required to attend meetings and/or present before the City Council.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Bachelors Degree in Business or closely related field or supplemented by four years related work experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for educational training on a year-per-year basis.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- i Extensive knowledge of federal and state laws and administrative regulations regarding local municipalities, including knowledge of state price contracts.
- i Extensive knowledge of arithmetic, business English, spelling and grammar.
- i Extensive knowledge of office terminology, procedures and equipment i.e. copier, calculator, computer keyboard.
- i Knowledge of computer software i.e. Excel, Windows and Outlook

Skills:

- i Typing 45+ WPM
- i Problem solving
- i Excellent written and oral communication skills

Abilities:

- i Must be able to make decisions
- i Must be able to work as a team or independently
- i Must be able to maintain accurate records and filing systems
- i Ability to supervise the work of others that are assisting with job duties
- i Ability to firmly, tactfully and courteously deal with the public in difficult situations
- i Ability to establish and maintain effective working relationships with City employees, vendors, and state and local agencies
- i Mental alertness and attention to detail and accuracy

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Bond Requirement: No

Instructions: General

Processes: Must maintain flexibility in daily operations

Review of Work: General

Analytical Requirements: Analysis based on precedent

Public/Internal Contact: Public 50%; Internal 50%

Mental Effort: Moderate to heavy

Interruptions: Often

Work Environment: Office setting.

Physical Demands: Work is typically performed in an office setting requiring long periods of sitting.

Lifting: Lifting objects (less than twenty five pounds) is a requirement

Use of Equipment: Normal office equipment (computer, calculator, copier, etc.)

Vehicle Operations: Must be able to operate a motor vehicle

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

Position Title: Finance-Legal Specialist

Grade 07

Non-Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
20%	Assists with implementing City purchasing policy
20%	Grant Accounting and Reporting
40%	Research, review, drafting, and other duties for City Attorney
10%	Submission and monitoring of property and liability insurance claims
10%	Other duties as assigned

100% NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR.

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION

ADMINISTRATIVE

POSITION CLASSIFICATION: Crew Leader

GRADE: 06

DEPARTMENT: Sanitation

IMMEDIATE SUPERVISOR: Supervisor of Public Works/Sanitation

CHARACTERISTICS OF POSITION: Leads and participates in the work of crews assigned to the sanitation team for the collection, transporting and disposing of solid waste/recyclable materials generated within the city.

GENERAL DUTIES AND RESPONSIBILITIES include the following but are not limited. Other duties may be assigned.

1. Ensures compliance with safety standards.
2. Assists in planning, organizing, directing, coordinating and evaluating all activities and programs of Sanitation Department while assisting in performing the duties of the department.
3. Assists with the removal of snow and ice during inclement weather.
4. Assists in determining methods and materials to be used; orders materials, parts and supplies as needed.
5. Assists in maintaining adequate inventory of spare parts, tools, equipment, etc., needed by the department
6. May investigate and answer citizen complaints and requests.
7. Assists with the preparation and maintenance of required records and reports.
8. Supervises the care and maintenance (including preventive maintenance) of vehicles, equipment and tools.
9. Participates in the work of crews assigned to the sanitation team for the collection, transporting and disposing of solid waste/recyclable materials generated within the city.
10. Assist in community service projects
11. May assist in establishing routes and schedules for pick-up of garbage and trash from businesses and residences.
12. Performs preventative maintenance and upkeep on equipment; inspect equipment and vehicles before use.
13. May, at times, recommend disciplinary action and assist with team member improvement plans.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Three to five years directly related work experience including two years in an administrative or supervisory capacity preferred. Additional coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for educational training on year-per-year basis. Must have good work history and attendance.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

1. The principles and practices of public administration as applied to the administration of diversified sanitation/recycling activities.
2. The geography of the service areas and general map reading skills.
3. Methods, materials and equipment used in the collection and handling of business and residential garbage.
4. The statutes, ordinances and regulations affecting sanitation activities.
5. The city, state, and federal regulations pertaining to the operation of motorized equipment in public spaces.
6. Occupational hazards, safety rules, equipment, and principles related to the operation of large motorized equipment.
7. Departmental policies and regulations.
8. Work zone traffic control.

Skills: Must be proficient in the use of materials and equipment used in the Sanitation Department.

Abilities: Must be able to implement and direct an effective maintenance and repair program. Organize, direct and evaluate the work of others while assisting in performing the duties. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with city officers, engineers, consultants, employees, and the general public.

SPECIAL LICENSING REQUIREMENTS: CDL {Class B} and a valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Occasionally deviates from standard operating procedures.

Review of Work: Occasional spot-check of completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate.

Interruptions: Moderate.

Work Environment: Inside and outside.

Physical Demands:

- Lifts heavy objects of more than 75 lbs occasionally.
- Requires stooping, bending, walking, and standing.
- Work performed outside in inclement weather.

Use of Equipment: Continuous use tools and equipment assigned to department.

Vehicle Operations: Must operate light to heavy equipment and vehicles.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

POSITION TITLE: Crew Leader		GRADE: 06	<u>NON-EXEMPT</u>
INSTRUCTIONS:	<i>Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance. Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty/goal. If more space is necessary, utilize page two format.</i>		
% OF TIME	SPECIFIC DUTIES AND RESPONSIBILITIES OF POSITION		
60%	Works closely with Supervisor in all areas of garbage collection, equipment and maintenance, as well as other Sanitation Department employees.		
20%	Maintenance of vehicles and all equipment utilized by Sanitation Department		
10%	Work with Public Works employees and other City departments.		
10%	Be available for emergencies when deemed necessary.		
100%	NOTE: PERFORM OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR.		

{Complete Lower Portion After Employment}

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name	Employee's Signature	Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources	Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION

ADMINISTRATIVE

POSITION CLASSIFICATION: Crew Leader

GRADE: 06

DEPARTMENT: Public Works

IMMEDIATE SUPERVISOR: Supervisor of Public Works/Sanitation

CHARACTERISTICS OF POSITION: Leads and participates in the work of crews assigned to public works, streets, maintenance, storm water and special projects for the maintenance and repair of the City infrastructure and facilities.

GENERAL DUTIES AND RESPONSIBILITIES include the following but are not limited. Other duties may be assigned.

1. Ensures compliance with safety standards.
2. Assists in planning, organizing, directing, coordinating and evaluating all activities and programs of Public Works Department while assisting in performing the duties of the department.
3. Assists with maintenance and cleanliness of all streets, alleys, sidewalks, and other rights-of-way.
4. Leads and participates in the erection and/or repair of street signs, repairs of pot holes and patch stripping.
5. Ensures cleanliness of streets, roads and sidewalks, including removal of snow and ice during inclement weather.
6. Assists in determining methods and materials to be used; orders materials, parts and supplies as needed.
7. Assists in maintaining adequate inventory of spare parts, tools, equipment, etc., needed by the department
8. May investigate and answer citizen complaints and requests.
9. Assists with the preparation and maintenance of required records and reports.
10. Supervises the care and maintenance (including preventive maintenance) of vehicles, equipment and tools.
11. Assist in community service projects
12. Performs preventative maintenance and upkeep on equipment; inspect equipment and vehicles before use.
13. May, at times, recommend disciplinary action and assist with team member improvement plans.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Three to five years directly related work experience including two years in an administrative or supervisory capacity preferred. Additional coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for educational training on year-per-year basis. Must have good work history and attendance.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

1. The principles and practices of public administration as applied to the administration of diversified sanitation/recycling activities.
2. The geography of the service areas and general map reading skills.
3. Methods, materials and equipment used in the collection and handling of business and residential garbage.
4. The statutes, ordinances and regulations affecting sanitation activities.
5. The city, state, and federal regulations pertaining to the operation of motorized equipment in public spaces.
6. Occupational hazards, safety rules, equipment, and principles related to the operation of large motorized equipment.
7. Departmental policies and regulations.
8. Work zone traffic control.

Skills: Must be proficient in the use of materials and equipment used in the maintenance/special projects area; construction and maintenance of City streets and storm sewers.

Abilities: Must be able to implement and direct an effective maintenance and repair program. Organize, direct and evaluate the work of others while assisting in performing the duties. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with city officers, engineers, consultants, employees, and the general public.

SPECIAL LICENSING REQUIREMENTS: CDL {Class B} and a valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Occasionally deviates from standard operating procedures.

Review of Work: Occasional spot-check of completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate.

Interruptions: Moderate.

Work Environment: Inside and outside.

Physical Demands:

- Lifts heavy objects of more than 75 lbs occasionally.
- Requires stooping, bending, walking, and standing.
- Work performed outside in inclement weather.

Use of Equipment: Continuous use tools and equipment assigned to department.

Vehicle Operations: Must operate light to heavy equipment and vehicles.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

POSITION TITLE: Crew Leader		GRADE: 06	<u>NON-EXEMPT</u>
INSTRUCTIONS:	<i>Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance. Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty/goal. If more space is necessary, utilize page two format.</i>		
% OF TIME	SPECIFIC DUTIES AND RESPONSIBILITIES OF POSITION		
60%	Works closely with Supervisor in all areas of maintenance, street repair, curbs, sidewalks, storm sewers, catch basins, snow removal, and overall cleaning of public streets.		
20%	Maintenance of vehicles and all equipment utilized by Public Works.		
10%	Work with engineers, planners and general public		
10%	Be available for emergencies when deemed necessary.		
100%	NOTE: PERFORM OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR. {Complete Lower Portion After Employment}		

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name	Employee's Signature	Date
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I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources	Date
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